

POSITION DESCRIPTION

Position Title:	Senior Project Coordinator		
Division/Unit:	Global and Tropical Health Division, Timor-Leste		
Report to (Role):	Program Manager, Timor-Leste		
Classification Level:	H1A9 – H1A12 (commensurate to experience and qualifications)		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: up to 4		
	Indirectly: up to 4		
Special Provisions:	<ul style="list-style-type: none"> Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. Willingness to travel to municipalities including participants homes to facilitate research activities 		

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research (Menzies) continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF THE POSITION:

The Senior Project Coordinator has responsibility for the implementation of some of Menzies' key programs of work focused on health system strengthening, including surveillance, clinical and laboratory work areas, contributing to stakeholder engagement, financial and human resource management, activity implementation, risk management, reporting, and governance. The Senior Project Coordinator will work in close collaboration with in-country partners, primarily the Ministry of Health (MoH), and Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF), non-government partners, external funders and collaborators, Menzies Timor-Leste internal leadership and project teams, Menzies Darwin-based team members and services, and technical experts in-country and internationally.

The role will primarily be focused on the [RESPOND](#) Program – the Regional Engagement in Surveillance and response to Priority diseases, providing Opportunities for National health system strengthening and Development - funded by the Australian Government's Department of Foreign Affairs and Trading (DFAT). The Senior Project Coordinator will be responsible for overseeing the day-to-day coordination of all activities under broad direction from the Program Manager, Menzies Timor-Leste.

The Senior Project Coordinator will also be responsible for day-to-day oversight and support for other interrelated programs of work in close collaboration with individual Project Coordinators and at the direction of the Program Manager Timor-Leste, including the Regional Emergency and Critical Care Systems Strengthening Initiative ([RECSI](#)), Brucellosis Reduction Using Codesign Elements in Timor-Leste ([BRUCE-TL](#)), and the Wolbachia method to reduce burden of dengue in Timor-Leste.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by Project Leads at Menzies School of Health Research Timor-Leste Office.

- Demonstrate strong leadership that fosters a strong team environment and supportive workplace that brings out the best in all team members.
- In line with Menzies' vision and values, support the Government of Timor-Leste to strengthen capacity within the health system and conduct locally relevant projects and research.
- Effectively lead high-level stakeholder management that ensures sustainable productive relationships with key partners, communicating and coordinating activities in a way that is respectful and appropriate, adapting as necessary to the context of conducting research in Timor-Leste.
- Overall responsibility for ensuring the program of research complies with in-country ethical and technical

requirements.

- Develop workplans, budgets, monitoring and evaluation and data management plans, and lead report writing to partners and funders, with Program Leads.
- Work effectively with the Menzies Timor-Leste office support team, to ensure timely internal approvals for finance, human resource, infrastructure, and other project needs.
- Demonstrate and maintain an understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace.
- Any other tasks as reasonably required by the Supervisor or Country Manager

SELECTION CRITERIA:

1	Qualifications:	Tertiary qualification in health or another field relevant to project coordination
2	Essential Criteria:	<ul style="list-style-type: none"> a) Demonstrated experience in health project coordination in Timor-Leste. b) Demonstrated experience in managing budgets. c) Strong oral and written communication skills, with demonstrated capacity to communicate with a range of audiences. d) Demonstrated capacity to work independently without direct supervision under broad direction and as part of a team. e) Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks. f) Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, while maintaining accuracy and quality. g) Ability to manage sensitive issues and maintain confidentiality. h) Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite. i) Ability to build strong productive relationships within an organisation and collaborative external partnerships. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders. j) Proficiency in English and Tetun. k) Willingness to learn, continuously improve and respond positively to feedback and supervision and make ongoing investment in own professional development. l) Hold or be able to obtain a National Police Clearance certificate. m) Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.
3	Desirable Criteria:	<ul style="list-style-type: none"> a) Experience working in health research.

COVID-19 Safety Requirements:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such as good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

STATEMENT OF DUTIES: Senior Project Coordinator


RESPOND has seven priority work areas 1) Strengthening clinical disease surveillance systems, 2) Strengthening systems for population-based laboratory surveillance 3) Strengthening One Health approaches to surveillance, 4) Strengthening laboratory systems in partner countries, 5) Improving access to Point of Care diagnostics 6) Optimising case management of priority diseases, and 7) Supporting Australian First Nations people and partners in other countries to share experience and knowledge in health system



discovery for a healthy tomorrow

strengthening. The program of work has multiple leads and in-country partners and collaborators with embedded projects under each priority work area. The Senior Project Coordinator will be responsible for high-level project management outlined in the primary responsibilities listed above., specific tasks include:

- Primary liaison with high level Ministry of Health (MoH), Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF), and Instituto Nacional da Saúde Pública Timor-Leste (INSP-TL) stakeholders and other staff at relevant levels, for effective implementation and program co-design leveraging highly developed stakeholder engagement skills and initiative to make strategic decisions to ensure delivery of objectives and maintenance of strong relationships with partners in-country.
- Leading a strong and productive team, fostering excellent internal relationships through excellent communication, timely and effective problem solving and implementation of good performance management processes that encourages professional development.
- Detailed understanding of budgets and ability to make decisions as to planning, implementation, risk, procurement, human resources, stakeholder engagement that meets the constraints and scope of the funds available and effectively communicate and escalate issues as required. This includes use of Menzies financial tools (TechOne) to facilitate budget management.
- Oversight of human resources planning, scale up and down of the team, to meet the objectives of individual projects and the overall program of work.
- Lead development of a multi-year workplan that is adapted as required and in close collaborations with key partners and the investigator team to ensure timely completion of all deliverables.
- Responsible for reporting requirements including timely development of donor and partner reporting, as well as developing content for internal communications in collaboration with Menzies Communications Team, Timor-Leste Communications Officer, and Program Manager.
- Facilitate implementation of strong governance processes, including support for project Steering Committee and or Technical Working Groups, development of agendas, minutes, action and decision logs that provides accurate record of programs of work.
- Communicate effectively with Menzies Timor-Leste management team in regard to operational matters, to facilitate cohesive and timely trouble shooting and effective planning for Menzies Timor-Leste.
- Participation in relevant professional development opportunities as recommended, as well as self-driven.
- Other tasks as reasonably requested by Supervisor, or Country Manager.

Approved by:	Antonio Goncalves Menzies Timor-Leste Country Manager 
Reviewed and approved by:	Menzies Human Resources
Date Approved:	16/10/2024

